

State of Georgia
Department of Motor Vehicle Safety
Motor Vehicle Services
Notice To Owner-Payment of A "Total Loss" Claim

The vehicle described below is now classified as a **salvage** motor vehicle. Since you are retaining the **salvage** vehicle, you must comply with the following: Please place your initials to the left of each requirement listed and sign in the designated space.

**Owner's
Initials**

Requirements

- _____ You **must** immediately remove the license plate;
The vehicle:
- **must** be rebuilt/restored;
 - **must** pass a State Motor Vehicle Services' inspection; **and**,
 - **must** have a new Georgia license plate issued and affixed to it **before** it can be driven.
- _____ You **must** provide your insurance company with the following **before** receiving payment in settlement of the "total loss" claim:
- The vehicle's original valid title, when available*
 - The vehicle's license plate and registration certificate for submission by your insurance company to State Motor Vehicle Services with an application for a **salvage** title in your name. You **cannot** sell this vehicle until you have obtained a **salvage** title in your name.
 - A properly completed Application for a Salvage Title, Form MV-1S. Except for your signature and your initials, this application must be typed, electronically completed and printed, or printed legibly by-hand in blue or black ink in your full legal name and signed. If jointly owned, each owner's full legal name and signature is required.

*Please refer to the instructions on the reverse side of this form for information pertaining to vehicles ten- (10) model years old or older.

After you obtain a **salvage** title and you decide to rebuild/restore the vehicle or have someone rebuild/restore it for you, you **must** also comply with the following: **Note:** Anyone purchasing a **salvage** vehicle with the intent of rebuilding/restoring it, must be licensed with this state's State Board of Registration of Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers.

- _____ You **must** obtain photographs of the vehicle in its wrecked/damaged condition. These photographs must accompany your application for a **rebuilt** title.
- _____ You **must** retain and submit parts bills of sale for all parts used to restore the vehicle showing the rebuilder or you, the vehicle owner, as the purchaser.
- _____ You **must** apply for a **rebuilt** title and an inspection by this Department's Inspection Unit of the Motor Vehicle Services Section once the vehicle has been restored/rebuilt but **before** the vehicle is painted. You must submit a certified check or money order for the total fees due payable to the Department of Motor Vehicle Safety. The title fee is \$18.00 and the inspection fee is \$100.00. For detailed instructions for applying for a **rebuilt title** and an inspection, please refer to the reverse side of this form. An inspection fee (\$100) is required each time this vehicle is inspected.

Vehicle Information:

(Year Model & Make of Vehicle)	(Vehicle Identification Number)	(Title Number & State of Issue)
(Tag Number & State of Issue)	(Estimated Cost Of Repairs)	(Date of Settlement)

Owner's Certification- Please Read Before Signing

This is to certify that the insurance agent named below has advised me of my responsibilities regarding the **salvage** vehicle described above. I understand that this vehicle **cannot** be driven until it has been restored/rebuilt, passed a State Motor Vehicle Services' inspection, **and** has a new Georgia license plate issued and affixed to it. I also understand that the vehicle's title, when issued, will be branded as follows: If the vehicle's restoration to a safe operable condition requires less than two- (2) major component parts, the title will be branded as **Salvaged-Repaired**. If the vehicle's restoration requires two- (2) or more major component parts, the title will be branded as **Rebuilt**.

(Signature of Owner)	(Owner's Printed Name)	(Date)
(Street Address, City, State & Zip)		

Insurance Company's Certification

This is to certify that to the best of my knowledge the requirements outlined above have been explained to the vehicle owner:

(Signature of Insurance Company's Authorized Agent)	(Printed Names of the Insurance Company & Their Authorized Agent)
(Street Address)	(City) (State) (Zip Code)

cc: Owner - Insurance Company - Salvage Unit, DMVS/Motor Vehicle Services, and PO BOX 740381, ATLANTA, GA 30374

Important: Please make sure this form reflects the correct vehicle data, i.e. VIN, year model and make, and all applicable spaces have been completed. The owner must initial, date and sign this completed form in the spaces provided.

Any correction or alteration will void this form.

Notice: Georgia law requires the license plate to be removed from this vehicle immediately and submitted to this Department's Motor Vehicle Services Section once the vehicle is classified as a **salvage** vehicle*.

Instructions for Applying for a Salvage Title - Owner Retains Vehicle in Settlement of a Total Loss Claim

The **insurance company** should submit the following to: **Attention: Salvage Unit**, DMVS/Motor Vehicle Services, PO Box 740384, Atlanta, GA 30374-0384, to apply for a **salvage** title in the vehicle owner's name:

1. A properly completed Application for a Salvage Title, Form MV-1S, typed. This application must be typed, electronically completed and printed or printed legibly by-hand in blue or black ink in the vehicle owner's full legal name and signed. If jointly owned, each owner's full legal name and signature is required. A natural person's full legal name is their complete name as it appears on their valid Georgia driver's license or Georgia identification card. All applicable spaces on this form must be completed without alterations. Check the appropriate block on this form indicating the type of application, original or replacement. Most tag and title forms can be electronically completed and printed for signing and submission from the Department's web site, www.dmv.ga.gov.
2. The original valid Georgia title, when available, manufacturer's certificate of origin, or out-of-state title, issued in the applicant's name or properly assigned to the applicant.
3. A properly completed Lien or Security Interest Release, Form T-4, for each **satisfied** lien or security interest when **not** released in the space provided on the title. Visit the department's web site, www.dmv.ga.gov to see where a lien or security interest release is not required.
4. A properly completed Notice to Owner – Payment of a Total Loss Claim, Form T-56, signed and initialed by the vehicle owner and signed by the insurance company's authorized agent.
5. A check or money order payable to the Department of Motor Vehicle Safety for the total fees due, \$18.00 title fee plus any title penalties that may be due. When applying for a replacement **salvage** title (original Georgia title is lost or unavailable), check the "replacement title" block on the title application and pay only an \$8.00 replacement title fee.
6. The vehicle's license plate*, license plate registration certificate and a completed Report of and/or Surrender of Georgia License Plate, Form T-158; **or** submit a completed Form T-158 signed by an authorized Motor Vehicle Services' agent certifying that the license plate has been submitted to a County Tax Commissioner's office or to the Department's Motor Vehicle Services; **or** Form T-158 with proof of certified/registered mailing, i.e. green returned receipt card signed by a State Motor Vehicle Services' authorized agent.

*This procedure does **not** apply to out-of-state or special license plates, i.e. prestige, National Guard, handicapped, etc. The vehicle owner must remove the license plate from the vehicle. A special license plate (Georgia) may be transferred to another vehicle the vehicle owner may purchase or acquire or to this vehicle, **after** it has been rebuilt/restored and has passed a State Motor Vehicle Services' inspection.

For vehicles ten- (10) model years old or older, the insurance company should submit the vehicle's license plate, owner's certificate of registration, a completed Notice To Owner-Payment of A "Total Loss" Claim, Form T-56, and a completed Report of and/or Surrender of Georgia License Plate, Form T-158, to State Motor Vehicle Services. The vehicle owner must apply for and obtain a **salvage** title in their name within thirty- (30) days of the insurance settlement. Most motor vehicle tag and title forms may be completed on-line from this department's web site, www.dmv.ga.gov, for printing, signing and submission.

After you obtain a **salvage** title in your name and you decide to sell or dispose of this vehicle in its damaged/salvaged condition, you should assign the **salvage** title to the purchaser. **Important:** Anyone purchasing a **salvage** vehicle with the intent of rebuilding/restoring it must be licensed with the Georgia State Board of Registration of Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers.

Procedures for Applying for a Rebuilt Title & an MVS Inspection

Important: After the vehicle has been rebuilt/restored **but before** it is painted, you must apply for a **rebuilt** title and an inspection by this department's Inspection Unit of the Motor Vehicle Services Section (MVS):

After you obtain a **salvage** title and rebuild/restore the vehicle or have someone rebuild/restore the vehicle for you, you must apply for a **rebuilt** title and an MVS inspection. To apply for a **rebuilt** title and an inspection, the following documents and fees should be submitted together to one of the privately owned and state-approved inspection stations or to this Department's Salvage Unit at the following address: Attention: Salvage Unit, DMVS/Motor Vehicle Services, PO Box 740384, Atlanta, GA 30374-0384. Visit our web site, www.dmv.ga.gov, for the address and telephone numbers of the state-approved inspections stations.

1. One (1) or more photographs of the motor vehicle in its **salvage condition** should be submitted.
2. A completed DMVS Title/Tag Application, Form MV-1. This application should be typed, electronically completed and printed or printed legibly by-hand in blue or black ink in the vehicle owner's full legal name and signed by the vehicle owner. A natural person's full legal name is their complete name as it appears on their valid Georgia driver's license or Georgia identification card. If jointly owned, each owner's full legal name and signature is required. For natural persons, please enter each owner's valid Georgia driver's license or Georgia identification card number in the spaces provided. Please do **not** use an Application for an Original or Replacement "Salvage" Title, Form MV-1S, to apply for a **rebuilt** title.
3. The original **salvage** title issued in the vehicle owner's name.
4. A completed Request for Inspection of a Rebuilt Motor Vehicle, Form T-22R.
5. A completed Labor and Parts Certification, Form T-129, signed with the signature notarized. The notary should affix their notary seal or stamp and record the date their notary commission expires.
6. Bills of sale showing the vehicle owner or the rebuilder as the purchaser listing each part used in repairing/restoring the vehicle. These bills of sale should indicate whether the part was purchased "new" or "used". The stock number or part number should be shown along with the part name, when the part is purchased "new". When the part is purchased "used", the serial number of the vehicle the part was taken from should be shown. Each part's bill of sale should be signed with the seller's full signature, not their initials. The title for the vehicle the parts were taken from should be on file with this department or submitted at the time of application. If the title for the part's vehicle was submitted to another state, you should obtain and submit a signed letterhead statement certifying that the title is on file with their office.
7. A certified check or money order should be submitted in the amount of \$118.00 payable to the Department of Motor Vehicle Safety for the \$18.00 title fee and the \$100.00 inspection fee. When applying at a state-approved inspection station, your check or money order should be payable to the Department of Motor Vehicle Safety. The inspection stations charge a fee for the use of their facilities. Please do **not** include the inspection station's fee in your check or money order for the fees due the state, \$18.00 title fee and \$100.00 inspection fee. Contact the applicable inspection station for their fee, the days and hours they are open for inspections, acceptable method of payment, i.e. certified check, money order, cash, etc.

Important: This vehicle **must** pass an inspection by this department's Inspection Unit of the Motor Vehicle Services Section before a title or a license plate will be issued. An inspection fee (\$100) is required each time the vehicle is inspection.

When applying for a **rebuilt** title, this department's Inspection Unit will be notified once the required fees and documents, properly completed, are received. An inspector will call your contact person at the telephone numbers listed on your Request for Inspection of a Rebuilt Motor Vehicle, Form T-22R, to schedule an appointment for the inspection of the vehicle during business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding state holidays. If the vehicle passes their inspection and the vehicle is eligible for a Georgia title, the inspector will authorize the issuance of a Georgia title, i.e. branded as "**Rebuilt**" or "**Salvaged-Repaired**", based on the number of major component parts used to restore this vehicle to a safe operable condition.

Note: If the vehicle's restoration to a safe operable condition requires less than two (2) major component parts, the title, when issued, will be branded as **Salvaged-Repaired**. If the vehicle's restoration requires two- (2) or more major component parts to restore it to a safe operable condition, the title, when issued, will be branded as **Rebuilt**.